



Administrative Assistant – Middle Tennessee Claims Commission

Tennessee Department of Treasury

To apply, submit your resume to: Treasury.Resumes@tn.gov

The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing more than \$60 billion in assets through its various investment programs. We administer the State's Retirement Program, *RetireReadyTN*, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Deferred Compensation plan. Treasury serves all Tennesseans by helping to educate and empower individuals to make informed financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, criminal injuries compensation, and more.

Job Overview:

The position reports to the Commissioner of the Tennessee Claims Commission, Middle Division. The Tennessee Claims Commission is the Tribunal (Court) that decides the claims against the State of Tennessee that are either transferred from Treasury's Division of Claims and Risk Management, or when the Claimant wishes to appeal a decision made by Treasury's Division of Claims and Risk Management. The successful candidate should be dependable, organized, diligent, able to work on multiple projects and/or tasks, be able to think and work independently, and have good analytical, communication, and writing skills.

Key Responsibilities:

- Organizing and maintaining case files
- Reviewing legal documents for clerical errors/mistakes
- Drafting documents and correspondence
- Filing and organizing electronic and paper documents
- Assisting with preparations for legal hearings
- Attending and taking notes during telephone and in-person hearings
- Coordinating with third-parties for evidentiary materials
- Answer phone calls as needed
- Research inquiries for information and performing other duties as assigned

Qualifications:

- Graduation from an accredited college or university with a bachelor's degree; or an associate's degree in Legal Assistant Studies or similar from an accredited institution; or a Paralegal Certificate from an ABA approved program.
- Preferred experience equivalent to two years of full-time professional administrative duties.
- A successful candidate will be self-motivated, eager to assist with projects and have a strong level of attention to detail.
- Knowledge of Word, Excel, Adobe Acrobat Pro, and similar programs.

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